

**CITY CLERK NOTE: August 20, 2010**

The city clerk-assigned recording secretary was unable to fulfill her commitment at this meeting. These minutes were taken from staff notes and by the City Clerk after review of notes and partial audio tapes made of the meeting.

If times are noted, they are approximate.

The makers of motions was used only if noted by staff notes.

June 23, 2010

**MINUTES OF A REGULAR MEETING OF THE  
TORRANCE ETHICS AND INTEGRITY COMMITTEE**

**CALL TO ORDER**

The Ethics and Integrity Committee convened in a regular session at 6:30. on Wednesday, June 23 2010 in the West Annex Meeting Room at Torrance City Hall, 3031 Torrance Boulevard.

**ROLL CALL**

Present: Gallagher, Gotshall-Sayed, Montoya, White and Payne.

Absent: None.

Also Present: Staff Liaison to the Committee Lohnes,  
Deputy City Attorney Strader

**1. REPORT ON POSTING OF AGENDA**

Staff Liaison to the Committee Lohnes reported that the agenda was appropriately posted.

**2. APPROVAL OF MINUTES APRIL 28, 2010**

Committee Member Matsuda commented on corrections that she would like made to the minutes as follows: page 7 of 12 should read, "sensitive to perceived conflicts of interest" instead of "sensitive to public perception" and instead of "plethora of individuals," substitute, "noted that there are many volunteer opportunities available." On page 8 of 12, Committee Member Matsuda felt that perhaps words were missing in the 6<sup>th</sup> paragraph and suggested that after the word "motion" it would be more accurate to add, "citing her expectation that the staff report"

**MOTION:** Member Gallagher moved to approve the minutes of April 28, 2010; motion was seconded by Member Montoya. The motion passed by a unanimous roll call vote.

**3. APPROVAL OF MINUTES – MAY 25, 2010**

Committee Member Gallagher felt that the minutes as written did not reflect some of the main points made by the Mayor during the joint meeting. Mr. Gallagher mentioned that he had obtained a audio copy of the May 25th meeting and had made some notes concerning the omissions. He listed a few of the elements that were missing, for example, the Mayor's words concerning "everyone else," when referring to City Commissioners.

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Committee Member Gottshall-Sayed agreed with Committee Member Gallagher noting that she had also listened to the record of the meeting several times and had made many notes about her concerns. Further, Committee Member Gottshall-Sayed asserted that Councilmember Furey's remarks were omitted in their entirety, which in her mind was an egregious error. Staff directed to Ms. Gottshall-Sayed to page 3 of 5, where Councilmember Furey's remarks were documented.

Committee Member Matsuda indicated that she too had made notes and felt that the matter was better addressed in agenda item 7.

Staff Liaison Lohnes asked for a brief recess so that she could retrieve her notes and that she had some concerns about the record.

Deputy City Attorney Strader explained that the minutes are intended only to provide a summary of the meeting and are not intended to be verbatim minutes. She did allow that the Committee could make amendments to correct misstatements or minor errors.

Committee Member Gallagher stressed the importance of the minutes as a tool for the Committee going forward as the Committee works to comply with the Mayor's direction. He felt that since the Mayor had indicated his intent to possibly eliminate the Committee, the stakes were very high and the record needed to be complete.

Staff Liaison Lohnes suggested that since the Committee was divided on how to proceed with the minutes and since the stakes on understanding the Mayor's direction were perceived by the Committee as highly important, that perhaps a verbatim transcript could be obtained only for the Mayor's remarks.

**MOTION:** Member Gallagher moved to defer approval the minutes of May 28, 2010 while a request for verbatim minutes could be pursued; motion was seconded by Member Gottshall-Sayed. The motion passed. (Yes: Gallagher, Gotshall-Sayed; Montoya; Payne; No: Matsuda)

4. **ELECTION OF CHAIR FOR FISCAL YEAR 2010-11 AND VICE CHAIR FOR THE FIRST SIX MONTHS OF FISCAL YEAR 2010-11**

Chairman Payne asked for nominations for the Chair of the Ethics and Integrity Committee and Committee Member Gallagher nominated Committee Member Montoya; no other nominations were made and a roll call was taken for votes:

Ayes: Gallagher, Gotshall-Sayed; Matsuda, Montoya, Payne; Noes: None

Chairman Payne asked for nomination for Vice Chair of the Ethics and Integrity Committee and Committee Member Gallagher nominated Committee Member Gottshall-Sayed. No other nominations were made and a roll call was taken for votes:

Ayes: Gallagher, Gottshall-Sayed, Montoya, Payne; Noes: Matsuda

5. **DISCUSS AND CONSIDER SETTING DATES FOR THE ETHICS AND INTEGRITY COMMITTEE FOR THE REMAINDER OF 2010**

Staff Liaison Lohnes indicated that the Committee usually meets on the fourth Wednesday of each month and that in the months of November and December the fourth Wednesday fell immediately before Thanksgiving Day and three days before Christmas.

**MOTION:** To move the dates of the November and December meetings to November 17<sup>th</sup> and December 15<sup>th</sup> was made. Roll call vote was unanimous.

6. **DISCUSS AND CONSIDER THE PLACEMENT OF A NEWS RELEASE ADVERTISING THE MEETING DATES, TIME, LOCATION AS WELL AS THE MISSION OF THE ETHICS AND INTEGRITY COMMITTEE**

Chairman Payne proposed that items 6, 8, 9 be tabled indefinitely so that the Committee could concentrate on complying with the Mayor's direction given at the joint meeting. Committee Member Matsuda indicated that item 9 should be considered because it reflected work already done by the Committee and that it would be worthwhile to submit a report to the City Council as this was well within the Committee's powers and duties.

**MOTION:** A motion to table Agenda Items 6 and 8 indefinitely was made by Committee Member Gallagher and seconded by Committee Member Gottshall. Roll call vote was unanimous.

7. **DISCUSS AND CONSIDER STRATEGIES, SCHEDULING, AND RESOURCES THAT WOULD ALLOW FOR THE IMPLEMENTATION OF THE ETHICS COMMITTEE WORK PLAN GOAL TO PROMOTE AND ENCOURAGE ETHICAL CONDUCT FOR ELECTED OFFICE CANDIDATES**

Staff Liaison Lohnes distributed a copy of the work plan goal and suggested that the Committee might wish to revise the work plan to more closely align to the Mayor's direction at the Ethics and Integrity Committee.

Committee Member Matsuda took exception to this suggestion and indicated that she felt that this work plan as currently written was a valuable reference.

The Committee discussed resources already in use by the City Clerk and noted that the City Clerk had made a copy of a notebook available to the Committee. This notebook, which contained much of the Clerk's orientation materials, was currently in the possession of Committee Member Gottshall-Sayed. Deputy City Attorney Strader indicated that the contents of the notebook should be made available to all of the Committee Members and staff indicated that electronic copies of the materials would be made available to the Committee by the end of the week.

The Committee further discussed elements that should be considered in the development of the Candidates package and wanted additional information regarding the optimal time for materials to be presented to potential candidates.

Ultimately, the Committee agreed that it would be useful to invite the City Clerk to the Committee's next meeting to discuss her view on what should be included in a Candidates package and the time table for election milestones.

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**MOTION:** To invite the City Clerk Sue Herbers to the July 28, 2010 meeting to discuss time tables for distribution of campaign materials; substance of a class to be provided to prospective candidates; and the Clerk's vision of what steps can be taken to encourage candidates to run ethical campaigns. Motion carried unanimously.

**MOTION:** asking Committee Members to formulate and forward questions by July 9<sup>th</sup> to the Staff Liaison to forward to the City Clerk to address at the July 28, 2010 meeting. Motion carried unanimously.

8. **DISCUSS AND RECOMMEND GUIDELINES FOR USE WHEN CONSIDERING APPOINTMENT OF COMMISSIONERS IN ORDER TO AVOID THE APEARANCE OF A CONFLICT OF INTEREST**

No action taken, see item 6 above

9. **DISCUSS DRAFT REPORT TO THE CITY COUNCIL REGARDING THE CITY'S ETHICS TRAINING PROGRAMS AND OUTREACH EFFORTS**

Committee agreed that staff report should be amended to remove the section regarding the City Clerk's outreach to prospective candidates and that the report should refer to employee training. The Committee also agreed that the report should mention that the review of training occurred before the Joint Meeting where the Mayor gave the Committee very specific direction.

**MOTION:** A motion to amend the staff report to concentrate only on employee training and to indicate the timing of the Committee's review was made. Motion carried unanimously.

**ORAL COMMUNICATIONS**

Committee Member Montoya distributed calendars that are used by his employer, Northrop Grumman. Ethics were the predominate theme of the calendar. The Committee thanked Committee Member Montoya and indicated that they felt it was a useful tool

**ADJOURNMENT**

At approximately 9:30 p.m. Chairman Payne adjourned the Ethics and Integrity Committee to their next regularly scheduled meeting on July 28, 2010 at 6:30 p.m. in the West Annex Commission Meeting Room.

Approved as Amended August 25, 2010 s/ Sue Herbers, City Clerk
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